

# HOW TO MARK A PLAN AS PREFERRED IN R'WEB

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## REVISION HISTORY

Version	Date	Name	Description

## INTRODUCTION AND PURPOSE

Students can create or edit registration plans by selecting **Term Plan** in Registration. Term Plan allows a student to organize their proposed course schedule. Term planning will be available when the Schedule of Classes (SOC) is available. Students have the flexibility to create 3 educational plans for any given term. Advisors or faculty advisors may create 3 additional plans beyond the 3 student created plans. Once the student reaches the maximum number of student created plans no additional student created plans can be created; the same applies to an Advisor or Faculty Advisor. Existing plans can be deleted and/or edited by their author. Plans created by another user can be viewed but not modified; i.e. only a student can edit a student created plan.

Term Plan does not check for course restrictions when plans are being created. Course restrictions include but are not limited to meeting the prerequisite, co-requisites, major restrictions, etc. Restrictions will be verified in the Register for Classes path when students attempt to enroll in the sections in their plan.

Notes can be applied to a plan, a course, or section level in the plan summary. Notes can only be edited by the plan creator but they can be seen by any user who can view the plans (i.e. only the student can edit a note he/she created.)

Students designate one plan as the preferred plan. When a student creates one plan for a term, that plan is automatically identified as the preferred plan by default. The preferred plan is displayed at the top of the list of Term plans. Students cannot make a plan preferred when that plan was created for them by an Advisor. Advisors cannot make a student created plan a preferred plan. A Degree Audit plan cannot be designated as preferred. The Advisor or Faculty Advisor can approve student created plans and the student can view which Advisor/Faculty Advisor approved it.

When 3 plans exist, and the preferred plan is deleted the user receives a message that another plan should be selected to be the preferred plan. If the student creates 2 plans and deletes the preferred plan, the remaining plan automatically becomes the preferred plan.

In R'web, there are courses that require enrollment in multiple activities (i.e. lecture and discussion) which are called **Linked Activities**. Linked activities are sections that have the same subject and course number; an example, [HIST 010-001\(lecture\)](#) and [HIST 010-022\(discussion\)](#). During registration, all sections must be added or dropped simultaneously for successful changes. Therefore, in Term Plan we recommend students add sections to their plans instead of courses because the course may not be offered for that specific term. Students can, however, add courses if they don't want to decide on a day and time yet, but should be aware that if the course is linked to additional activities (i.e. discussion, lab, etc.) it will read 0 units until a section is selected.

In R'Web, **Corequisites** are courses that have two different subjects and course numbers; for example, [CHEM 001A-001\(lecture\)](#) and [CHEM 01LA-002\(lab\)](#). During registration, both corequisite sections must be added or dropped simultaneously for successful changes.

Registration dates and times in R'Web are referred to as Time Tickets. At time of registration, students can conveniently reference to their plans when their time ticket arrives.

This document will demonstrate how to [change your Preferred Plan in R'Web](#).

## PROCEDURES

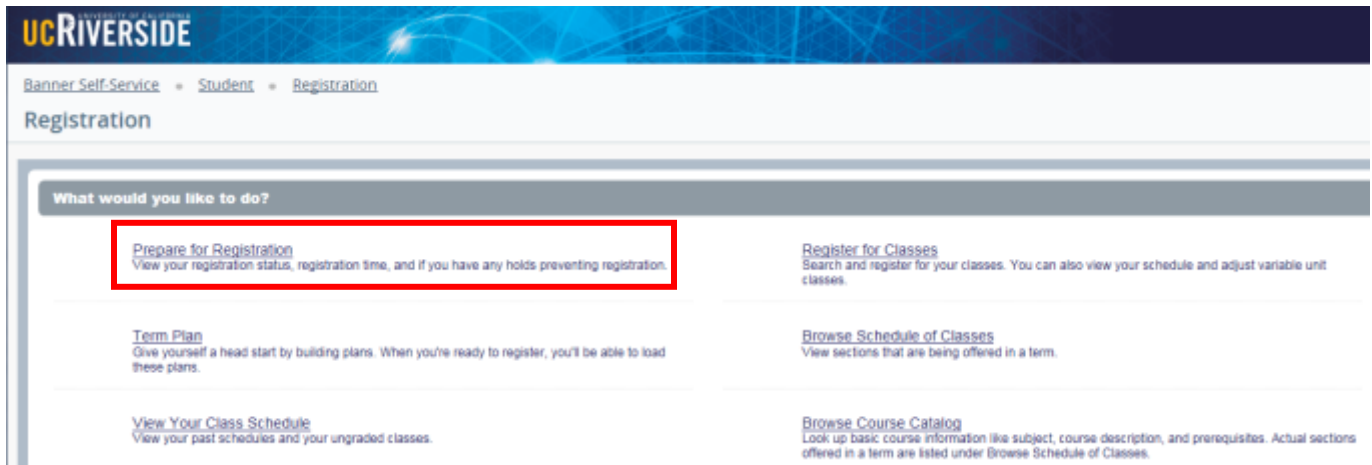
### VIEWING PLANS

1. Go to Rweb.ucr.edu.
2. Enter your UCR NetID and password.
3. Select **Registration** in the Applications window.



Registration

4. Select **Term Plan**.



The screenshot shows the UC Riverside Banner Self-Service Student Registration page. The breadcrumb trail is "Banner Self-Service > Student > Registration". The main heading is "Registration". Below this is a section titled "What would you like to do?". There are six options listed in a grid:

- Prepare for Registration** (highlighted with a red box): View your registration status, registration time, and if you have any holds preventing registration.
- Register for Classes**: Search and register for your classes. You can also view your schedule and adjust variable unit classes.
- Term Plan**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Schedule of Classes**: View sections that are being offered in a term.
- View Your Class Schedule**: View your past schedules and your ungraded classes.
- Browse Course Catalog**: Look up basic course information like subject, course description, and prerequisites. Actual sections offered in a term are listed under Browse Schedule of Classes.

5. Select the **Term** and press **continue**.

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Banner Self-Service • Student • Registration • Select a Term

### Select a Term

Terms Open for Planning ⓘ  
Fall 2015

Continue

- You will arrive to the **Plans you have created for this term** page to view all the existing plans for the term selected. Your Preferred Plan is listed first followed by all the other plans.

**Plans you have created for this term: 2**

Term: Fall 2015

You are allowed a maximum of 3 plans for this term. This number does not include the Degree Audit plan.

Create a New Plan or View the Degree Audit Plan

Plan: My Priority Plan-Plan A 🏆 Created by: You Preferred Delete Edit

Title	Details	Units	CRN	Schedule Type	Instructor	Grade Mode	Note
<u>BEGINNING COMPOSITION</u>	ENGL 001A, 001	4	14044	Lecture	Spates, Terry (Primary)	Letter	🏆
<u>INTRODUCTION TO COLLEGE MATHEM</u>	MATH 004, 010	5	16140	Lecture	Villa, Jose (Primary)	Letter	🏆
<u>INTRODUCTION TO COLLEGE MATHEM</u>	MATH 004, 012	0	16142	Additional Lecture	Brimon, Islene (Primary)	Letter	
<u>INTRODUCTION TO MACROECONOMICS</u>	ECON 002, 001	5	13270	Lecture	McLaren, Craig (Primary)	Letter	🏆
<u>INTRODUCTION TO MACROECONOMICS</u>	ECON 002, 031	0	13281	Discussion	Ba, Yoon (Primary)	Letter	

Total Planned Units: 14 Records: 5

Plan: Secondary Plan-Plan B | Created by: You (Approved - [Kari E Geske - Advisor](#)) | [Make Preferred](#) Delete Edit

Title	Details	Units	CRN	Schedule Type	Instructor	Grade Mode	Note
<a href="#">INTRODUCTION TO COLLEGE MATHEM...</a>	MATH 004, 001	5	16131	Lecture	<a href="#">Curtis, Michael</a> (Primary)	Letter	...
<a href="#">INTRODUCTION TO COLLEGE MATHEM...</a>	MATH 004, 004	0	16134	Additional Lecture	<a href="#">Arauzo, Andrea</a> (Primary)	Letter	
<a href="#">INTRODUCTION TO BUSINESS</a>	BUS 010, 001	4	11519	Lecture	<a href="#">Singh, Raj</a> (Primary)	Letter	...
<a href="#">INTRODUCTION TO BUSINESS</a>	BUS 010, 021	0	11521	Discussion	<a href="#">Kondabolu, Tarun</a> (Primary)	Letter	
<a href="#">INTRODUCTION TO MACROECONOMICS</a>	ECON 002, 001	5	13270	Lecture	<a href="#">McLaren, Craig</a> (Primary)	Letter	...
<a href="#">INTRODUCTION TO MACROECONOMICS</a>	ECON 002, 031	0	13281	Discussion	<a href="#">Bo, Yoon</a> (Primary)	Letter	

Total Planned Units: 14 Records: 6

**Number of Degree Audit Plans: 1**  
Plan: Business Administration Created by: Chavez, Cindy

## CHANGE YOUR PREFERRED PLAN

- To change your **Preferred Plan** navigate to the plan you intend to change and select **Make Preferred**.

Plan: Secondary Plan-Plan B | Created by: You (Approved - [Kari E Geske - Advisor](#)) | [Make Preferred](#) Delete Edit

Title	Details	Units	CRN	Schedule Type	Instructor	Grade Mode	Note
<a href="#">INTRODUCTION TO COLLEGE MATHEM...</a>	MATH 004, 001	5	16131	Lecture	<a href="#">Curtis, Michael</a> (Primary)	Letter	...
<a href="#">INTRODUCTION TO COLLEGE MATHEM...</a>	MATH 004, 004	0	16134	Additional Lecture	<a href="#">Arauzo, Andrea</a> (Primary)	Letter	
<a href="#">INTRODUCTION TO BUSINESS</a>	BUS 010, 001	4	11519	Lecture	<a href="#">Singh, Raj</a> (Primary)	Letter	...
<a href="#">INTRODUCTION TO BUSINESS</a>	BUS 010, 021	0	11521	Discussion	<a href="#">Kondabolu, Tarun</a> (Primary)	Letter	
<a href="#">INTRODUCTION TO MACROECONOMICS</a>	ECON 002, 001	5	13270	Lecture	<a href="#">McLaren, Craig</a> (Primary)	Letter	...
<a href="#">INTRODUCTION TO MACROECONOMICS</a>	ECON 002, 031	0	13281	Discussion	<a href="#">Bo, Yoon</a> (Primary)	Letter	

Total Planned Units: 14 Records: 6

- Congratulations, you have changed your **Preferred Plan**. The plan formerly designated as preferred is now listed underneath the **Preferred** plan.

**Plans you have created for this term: 2**

Term: Fall 2015

You are allowed a maximum of 3 plans for this term. This number does not include the Degree Audit plan.

[Create a New Plan or View the Degree Audit Plan](#)

**Plan: Secondary Plan-Plan B** | Created by: You | Preferred (Approved - [Kari F. Geske - Advisor](#)) [Delete](#) [Edit](#)

Title	Details	Units	CRN	Schedule Type	Instructor	Grade Mode	Note	
<a href="#">INTRODUCTION TO COLLEGE MATHEM...</a>	MATH 004, 001	5	16131	Lecture	<a href="#">Curtis, Michael</a> (Primary)	Letter	_	
<a href="#">INTRODUCTION TO COLLEGE MATHEM...</a>	MATH 004, 004	0	16134	Additional Lecture	<a href="#">Arauzo, Andrea</a> (Primary)	Letter		
<a href="#">INTRODUCTION TO BUSINESS</a>	BUS 010, 001	4	11519	Lecture	<a href="#">Singh, Baj</a> (Primary)	Letter	_	
<a href="#">INTRODUCTION TO BUSINESS</a>	BUS 010, 021	0	11521	Discussion	<a href="#">Kondebolu, Tarun</a> (Primary)	Letter		
<a href="#">INTRODUCTION TO MACROECONOMICS</a>	ECON 002, 001	5	13270	Lecture	<a href="#">McLaren, Craig</a> (Primary)	Letter	_	
<a href="#">INTRODUCTION TO MACROECONOMICS</a>	ECON 002, 031	0	13281	Discussion	<a href="#">Bo, Yeon</a> (Primary)	Letter		

Total Planned Units: 14 Records: 6

**Plan: My Priority Plan-Plan A** | Created by: You | [Make Preferred](#) [Delete](#) [Edit](#)